# How to: Update to the Special Spring 2020 Pass/Fail Grading Basis

## BACKGROUND

As announced by the [Provost on March 25, 2020](https://web.arizona.edu/registrar/news/2020/03/25/provost-update-on-reopen-arizona-history): During the Spring 2020 term only, and at the discretion of the individual student, any class that was regular graded may be graded on a pass/fail basis, and these classes will count towards program requirements and satisfy future prerequisite requirements if a passing grade is earned. A student wishing to move to the pass/fail grading option must complete the process outlined below by the deadline.

An FAQ and further guidance on the Pass/Fail option is available at: [https://registrar.arizona.edu/covd-19-information-and-updates](https://registrar.arizona.edu/covd-19-information-and-updates)

We encourage students to consult with their academic advisor as they consider any of the options described below. Contact information for advisors is available at the [Advising Resource Center](https://advising.arizona.edu).

## HOW TO:

<table>
<thead>
<tr>
<th>Step A</th>
<th>Login to <a href="https://web.arizona.edu/studentcenter">Student Center</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Step B</td>
<td>Under Other Academics select <strong>Enrollment Edit</strong> from the dropdown menu and click on the double arrow (GO) button.</td>
</tr>
</tbody>
</table>
| Step C | Select the **Spring 2020** term and click **Continue**.  
*Note: You will not receive this page if you are a graduating senior and are not term activated for Summer or Fall 2020 – you will move directly to step #D.* |
| Step D | Select from your schedule the **class** you want to edit and click **Proceed to Step 2 of 3**. |
### Step E
Select the **“Special Spring 2020 Pass/Fail”** value from the Grading dropdown menu and click **Next**.

### Step F
Confirm the New Value is reading **“Special Spring 2020 Pass/Fail”** and click **Finish Editing**.

### Step G
You will receive a Success status, confirming the change.

*Note: If you get an error or encounter any issues contact reghelp@arizona.edu*

### Step H
Select **Edit** if you would like to adjust more classes for this term.  
*Repeat from step D*

---

**A video of this process is available online here.**